



WAREHOUSE DATA ANALYST (Temporary)

The U.S. Embassy in Canberra is seeking an individual for the position of Warehouse Data Analyst in the General Services Office (GSO).

The incumbent ensures accurate maintenance of the Integrated Logistics Management System (ILMS) database records. The incumbent is also responsible for the setup and administration of Sealed Bid Sales (SBS).

Salary: A\$52,465 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of High School (Year 10) is required.
2. Must have one year experience within a warehouse or supplies team.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. Good working knowledge of computer systems and databases is required.
5. Experience handling monies and using an Inventory Management database is required.
6. A Forklift license, and a current driver's license that enables the individual to legally drive in Australia, is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **JANUARY 21, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: WAREHOUSE DATA ANALYST	POSITION GRADE LE- 5 (STARTING SALARY A\$52,465)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Ensure accurate maintenance of Integrated Logistics Management System (ILMS) database records. Setup, conduct, enter data and collect proceeds for Sealed Bid Sales (SBS).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

DATA PROCESSING

(50%)

- Inventory control, inputs all receiving (DS-127 & DS-1955) and transfer data that is unable to be processed through the automated Ariba System.
- Generates (DS-584) for all outgoing and incoming assets at the Warehouse into the ILMS database.
- Maintains and updates condition codes of assets in ILMS.
- Tracks Service Requests to completion through Webpass.
- Maintains initial household inventory archive.
- Generates and disseminates ILMS reports (Due Replacement Report, Location Table, Inventory Listing by Agency or Location).
- Updates Custodians, adds new locations to the ILMS database.
- Tracks Warehouse loan items in accordance with 14 FAM 412.4-2.
- Conducts all annual inventories, investigates missing items and anomalies in inventories.
- Conducts all Residential Arrival and Pre Departure inventories.
- Produces all reporting of inventories conducted.

SEALED BID SALES

(30%)

- In conjunction with the Warehouse Operations Manager, identifies property for sales, prepares and conducts Sealed Bid Sales setup of items, advertising, preparation of catalogs and bid packets, attendance of security guards, data entry, and posting results.
- Acts as Sub Cashier for the purposes of collecting proceeds of sale.
- Prepares invoices for payment of advertising and security contractors through the Procurement office.
- Maintains Sealed Bid Sale records (to include the Sealed Bid Sale email contacts and banned personnel).

ANCILLARY DUTIES

(20%)

- In Conjunction with Warehouse Supervisor Coordinates Appliance Repair and Maintenance with outside contractors.
- In conjunction with the Warehouse Operations Manager, identifies and forwards an initial disposal listing (OF-132) to the Property Management Supervisor for his approval and upon completion insures items identified are properly disposed of.
- In conjunction with Warehouse Operations Manager, identifies assets that are to be refinished.
- Duties as directed.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Four years of progressively responsible administrative management work with experience in basic accounting and/or bookkeeping principles is required. One year of this experience must be in the local construction industry.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must demonstrate good working knowledge of budget reporting procedures, and procurement policies and procedures.
5. Must be able to demonstrate good working knowledge of construction project management, including local construction regulations, building codes, State/Territory service providers and health and safety requirements.
6. A current unrestricted driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B JANUARY 21, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education

- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References